

Job Description
Missouri State Highway Patrol

Class Title: CJIS Manager

Title Code:

Effective Date:

Date Reviewed: 11/12/03

Date Revised: 12/27/04

Immediate Supervisor: Special Assistant, Assistant Director, Criminal Records & Identification Division

Position Supervised: UCR Program Analysts, UCR Trainer/QA Auditors, Information Analysts

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The individual assigned to this position is responsible for supervising the Missouri Uniform Crime Reporting Program by developing, organizing, implementing, and directing all activities associated with the summary and incident-based Uniform Crime Reporting programs as administered by the Federal Bureau of Investigation. The individual will have frequent contact with local, state, and federal law enforcement officials in coordinating the training of personnel in the proper procedures for collecting and editing crime data in accordance with UCR guidelines. The individual must possess a great deal of initiative and independent judgment in carrying out daily work activities.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises individuals assigned within the CJIS section of the Criminal Records and Identification Division; trains employees and oversees these employees performing collection, tabulation, compilation, analysis, and dissemination of UCR/NIBRS information for statistical studies.

Supervises the preparation of the annual Crime in Missouri report; constructs the format of the report, participates in the verification of data used in the report, assisting with editing, and assuring the publication date is met.

Develops and implements both the summary and incident-based Uniform Crime Reporting programs for the state's central repository (Criminal Records and Identification Division); establishes rules and regulations as necessary for proper implementation of the UCR and NIBRS programs.

Oversees the statewide training and quality assurance review program and provides supervision to statewide trainers/quality assurance auditors; reviews reports submitted by the trainers and makes necessary adjustments as necessary.

Develops training manuals and programs in order to educate UCR reporting personnel on proper record practices and crime reporting procedures to the central repository.

Develops and implements subsequent reports as directed by the Director of Public Safety.

Plans, organizes, and directs all activities associated with uniform crime reporting and develops mechanisms for continuous improvement and quality assurance of uniform crime reporting.

Assures the MULES/NCIC annual operator validation is performed according to general order. Assist in the performance of the NCIC/NLTS ORI validation which is performed according to FBI CJIS policies.

Coordinates with the U.S. Department of Justice to ensure continued accuracy and accountability of the state UCR program and FBI reporting system.

Develops and revises data collection forms, reports, and preparation/training and policy manuals as needed. Reviews edit procedures in order to identify procedural problems and make appropriate changes as needed.

Monitors data received from other agencies to ensure compliance with UCR standards.

Responsible for supervising the quality assurance of records entered into MULES/NCIC on a daily basis.

Coordinates the processing of special investigative procedures including log tape scans and off-line searches to provide all criminal justice agencies and other law enforcement officers with the ability to obtain from MULES/NCIC databases information that cannot be obtained through an on-line inquiry.

Instructs state, county, and local law enforcement personnel on state and federal regulations and procedures for reporting data to the state repository.

Serves as liaison between reporting agencies, the state repository, and the Federal Bureau of Investigation.

Analyzes and interprets crime data received from submitting agencies in order to identify new or changing crime trends and patterns. Forwards such information to respective law enforcement administrators.

Responsible for ensuring the successful operation of the RACF Information Technology Security System and the protection of the Patrol's resources that are under RACF security.

Performs job-related travel.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of data collection and statistical analysis and computer programs used in the compilation of statistical data.

Thorough knowledge of the criminal justice system and law enforcement procedures as they relate to CJIS Security Policy and the MULES Policy and Standards Manual.

Thorough knowledge of the state and federal laws, rules and regulations pertaining to the collection, storage, and dissemination of criminal records.

Working knowledge of the CJIS audit program.

Working knowledge of basic principles and practices of supervisory and management techniques.

Knowledge of decision-making techniques and fundamentals of oral and written communication.

Knowledge of Missouri State Highway Patrol policies, procedures, rules, and regulations.

Ability to effectively supervise subordinate employees in a professional manner.

Ability to develop comprehensive action plans to accomplish program goals.

Ability to analyze, direct and manage the implementation of special projects, assignments and programs.

Ability to retrieve and analyze crime data and publish the information in a meaningful and understandable format.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to develop, direct, and control the state summary and incident-based UCR programs.

Ability to give presentations to large groups of people in a professional manner.

Ability to work with a variety of law enforcement personnel in order to effectively implement a statewide UCR program.

Ability to establish and maintain harmonious working relations with others.

Ability to evaluate the work of others.

Ability to perform job-related travel.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work with computer hardware and software (e.g., Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Lotus Smartsuite, electronic mail, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must possess a Bachelor of Science Degree in Statistics, Computer Information Science, Business Administration/Management, Criminal Justice, or closely related field, with two years experience with Uniform Crime Reporting at time of application.

OR an Associates Degree with four years experience with Uniform Crime Reporting at time of application.

OR six years experience with Uniform Crime Reporting at time of application.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Missouri drivers' license.